

# InTouch Online Payments Portal Instructions

## **Payment for Fees Assessed to Student's InTouch Account**

Website address: <https://tx-denton.intouchrecepting.com>

**Step 1**—Set up an account if a first time user to this portal. Click the “Click here to set your NEW Online Payments Portal password” button and then follow the instructions on the screen. (Returning users skip to step 2.)

The screenshot shows the 'Welcome to the Online Payments Portal!' page. At the top right is the Denton Independent School District logo. The main heading is 'Welcome to the Online Payments Portal!' followed by the sub-heading 'The portal allows shopping, donations, and payment of your student's fines and fees.' Below this, there are instructions for '1st Time Users of this Website with a DISD student (Parent / Guardian)'. It states that the user's email address on file with the campus will be their user name. It provides instructions for users whose names are not displayed on the 'Your Family' screen and for those unsure of their email address. A red arrow points to a button labeled 'Click here to set your NEW Online Payments Portal password' with the text 'First time users with a student at Denton ISD'. Below this, it says 'Please allow up to 24 hours after giving the campus your email address before you attempt to log in.' There are also instructions for '1st Time Guest/Community Users' and a button to 'Click here to create a guest user name and password'. A note at the bottom states: 'Please note: You will need to keep your user name and password if you intend to visit this site in the future to make additional purchases.'

**Step 2**—Log into the portal with your user name and password. Your user name will be either the email address you have on file with the district or the Student ID number. If you need to reset your password, follow the instructions as noted on the screen.

### **Returning Users:**

Your user name below will be one of the following:

- Your email address you have on file with the district
- Student ID number
- Guest user name

User Name

Password

If you need to reset your password, please [CLICK HERE](#) to have a password reset email sent to your email address on file.

Please click "Help" below, if you have trouble logging in or questions regarding your transaction.

**Step 3**—Select the person you would like to shop for from the list on the screen. (If you do not see the student's name on the screen, please see the note at the bottom of page 2.)

The screenshot shows the 'Who are you shopping for?' selection screen. At the top right are links for 'Your Account' and 'Sign Out'. Below the Denton Independent School District logo, there are navigation links for 'Your Family', 'Contact Us', and 'Checkout'. The main heading is 'Who are you shopping for?'. Below this, there are two selection cards. The first card shows 'Denton Independent School District' and 'Grade 12'. A red arrow points to the first card with the text 'Select the person's name'. At the bottom, there is a footer with copyright information: '© 2020 | 1307 N. Locust St., Denton, TX 76201 | Terms & Conditions | Help'.

**Step 4**—Click the Red “View” button.

[Redacted]

Attention: [Redacted] has \$50.00 in unpaid fines/fees. [View](#) **Click here**

**Shop / Donate**

Items / Donations At Student's School

Items / Donations At Any DISD School

Pay Fines/Fees

**Step 5**—Click the box or boxes to pay the fee or fine and then click on the “Pay Selected Fines/Fees” button.

**Fines / Fees for** [Redacted]

You must complete the checkout process for all **fin**es before optional items will be available for purchase.

Type	Date	Item	Memo		Amount Due	Pay
Fee	[Redacted]	[Redacted]		<a href="#">View</a>	\$ [Redacted]	<input type="checkbox"/>
Fee	[Redacted]	[Redacted]		<a href="#">View</a>	\$ [Redacted]	<input type="checkbox"/>

**Second Click** → [Pay Selected Fines/Fees](#)

**Step 6**—If everything appears correct in your cart, click the “Checkout” button.

**Your Cart**

Customer	Item	Price	
[Redacted]	[Redacted]	\$ [Redacted]	<a href="#">Remove</a>
[Redacted]	[Redacted]	\$ [Redacted]	<a href="#">Remove</a>
Subtotal		\$ [Redacted]	
Tax (0.00%)		\$ [Redacted]	
Processing Fee		\$0.00	
Total		\$ [Redacted]	<b>Click here</b>

[Continue Shopping](#) [Checkout](#)

**Step 7**—Enter payment information and click the “Pay Now” button.

[Pay Now](#) **Click here**

**Step 8**—If you would like to view your receipt, click the My Family or Home link in the upper left hand corner of your screen. Select the student’s name. Click on the “Purchase History” button or the “Reprint Receipts” button to view your transaction.

**Note:** If you are unable to sign in or see your student’s name in the Online Payments Portal, please send an email to [InTouchAdministrator@dentonisd.org](mailto:InTouchAdministrator@dentonisd.org) with an explanation of the issue, the student’s name, and the student’s ID number. Emails sent to [InTouchAdministrator@dentonisd.org](mailto:InTouchAdministrator@dentonisd.org) are read and answered during regular district office hours.